

State of Connecticut
JOB POSTING

**DEPARTMENT OF MOTOR VEHICLES
CAREER OPPORTUNITY
OFFICE ASSISTANT
DIVISION OF DRIVER SERVICES**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open to: The Public and State Employees

Location: Wethersfield Office

Schedule: Monday - Friday (Part-Time, 34 hours)

Title: Office Assistant

Salary: \$18.47 - \$24.23 (Hourly)

Closing Date: June 12, 2014 (Applications must be received by close of business June 12, 2014)

ELIGIBILITY REQUIREMENT: Candidates must be on the current certification list promulgated by the Department of Administrative Services for the job classification of Office Assistant. State employees currently holding the above title may apply for a lateral transfer. State employees who have held prior permanent status in the classification may also apply. Reemployment/SEBAC Candidates will be given first priority.

POSITION RESPONSIBILITIES: These positions will be assigned to the Driver Regulation Division. The part-time employees will work within the Division and will be assigned to process Drive Only Central issuance once released for printing and mailing ensuring each transaction meets the criteria for issuance. The incumbents will be responsible for performing the following duties; Processing the Central issuance of the license and identification Drive Only transactions; processing the required applicant documents, ensuring each transaction includes all required scanned documents, confirmed address residency, which may include utilizing FINDIT or U.S. Post Office tools, to print and mail the card; Maintain tracking system of customer credentials, monitoring release schedules, accessing vendor websites for customer credential status; receiving, organizing, and forwarding mail received in the unit; on occasion, copying and scanning documents. The successful candidate must possess superior customer services skills, strong abilities in working with modern technology systems, professional oral / written communication skills and the ability to work independently. This individual must be self-motivated, dependable; detail oriented, and exercise excellent working relationships with co-workers and work units throughout the agency, while keeping information confidential. Ability to lead, problem solve and handle a high volume workload, in a fast paced environment, is desired.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS: This position requires good judgement and a high attention to detail to ensure accuracy. Computer experience required. Experience with Outlook, Excel, Access, and Microsoft Office preferred. **Candidates must be on the current DAS certified list for Office Assistant or be current state employees who are classified as Office Assistant, or have obtained permanent status as an Office Assistant.**

Application Instructions: Complete an application for employment (CT-HR-12) indicating Office Assistant as appropriate in the Examination Title block. Applications can be downloaded from www.das.state.ct.us/exam. **Applications must be received by close of business June 12, 2014 to be considered. Based on the expected volume of candidates, all applicants may not be granted an interview.**

**Human Resources
Department of Motor Vehicles
60 State Street, Room 235
Wethersfield, CT 06161
Fax: (860) 263-5576.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, - minorities, and persons with disabilities.-